

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 456

Title: Rapid S/C Development Project Control

Service Forecast Originator:

Jim Adams

IST Leader:

Fred Brooks

TECHNICAL REQUIREMENTS:

Performance Requirement 10 - Documentation/Library (CCN: ?)

- Provide Project technical data and library management requirements analysis; Library setup, maintenance and operation; technical document coordination, status, tracking maintenance; and distribution.

Performance Requirement 12 - General Business (CCN: ?)

- Provide logistics support including coordinating and developing plans to accomplish facility modifications, determination of space and telephone requirements, establishment of move schedules, physical relocation of personnel and equipment and maintenance of property inventory.
- Prepare monthly resource and technical status reviews, newsletters, presentations, charts, and graphics. Preparation of this material shall include gathering data, coordinating inputs and updates, and assembling data into finished products (i.e., pre-MSR, MSR, etc.).

DELIVERY SCHEDULE:

- Presentations as required

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 457
Title: OLS Project Control

Service Forecast Originator: Bruce Clark
IST Leader: Rick Barthel

12/21/99
Bruce Clark
Rick Barthel *12/22/99*

TECHNICAL REQUIREMENTS:

Performance Requirement 6 – Scheduling and Planning [Development] (CCN: ?)

- Act as focal point for any ordnance issues concerning Delta and Pegasus Launch Vehicles
- Attend Technical Reviews when requested by KSC or GSFC
- Visit vendor sites to participate in verification tests as required
- Support ELV launch campaigns when requested by KSC or GSFC
- Follow new developments on upgrades, design changes and test failures of ordnance systems used by Delta and Pegasus launch vehicles
- Keep KSC and GSFC Projects aware of new developments on ordnance systems and resolutions of test failures
Advise KSC and GSFC of risks regarding ordnance systems such as late deliveries or deficient designs or verifications
- Participate in daily Delta telecons and weekly Med-Lite/MELVS telecons to remain current on schedules and issues
- Send out E Mails to KSC and GSFC Projects keeping them informed of current schedules and any problems encountered

Performance Requirement 12 – General Business (CCN: ?)

- Order office supplies (and forms), including database maintenance
- Coordinate Project facility problems - phones, heating, A/C, electrical, etc. including preparation of work orders.
- Coordinate phone and data line installations
- Arrange for shipment of controlled property and mailing of non-controlled property
- Coordinate large copying jobs, database entry and large typing jobs that exceed LSC available time to accomplish
- Coordinate Project printing and graphics jobs
- Frame pictures, etc.
- Coordinate copier and fax repair
- Assist in project facility moves, including preparation of move requests
- Coordinate video recordings with GSFC TV on those items not received by NASA select
- Perform Property Custodian management functions including annual internal audits and database maintenance
- Prepare presentations - Programs reviews, manifest changes, travel allocations, travel expenditures, travel scenarios, travel actuals, workforce assessments, budget assessment, etc.
- Keep record of phones for OLS Project, order batteries
- Manage Purchase Order function - call for prices, establish PR's through ASAP, balancing JON's and receiving and distributing items
- Attend weekly team meetings - discuss schedule and technical issues, hardware manifest items, and procurement issues

- Update OLS Web site
- Input data into Manpower database
- Compare and Contrast Manpower database against report
- Travel Reconciliation
- Balance Code 457's travel actual cost and outstanding estimates
- Prepare and submit travel reports to management for internal/external reporting
- Logistically control flight hardware, ground support equipment, and other project/customer property, and interface with GSFC Logistics Management Division personnel
- Support ISO 9001 initiatives in response to GDMS requirements

DELIVERY SCHEDULE:

- "Top Ten" inputs - weekly
- Various reports – monthly

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 460-01
Title: Solar Terrestrial Probe (STP) Project Control

Service Forecast Originator: Jackie Fiora
IST Leader: Richie Weiss

Jackie Fiora 12/17/99
Richie Weiss 12/17/99

TECHNICAL REQUIREMENTS:

Performance Requirement 4, 5, & 6 – Scheduling and Planning (CCN: ?)

- Support the development and integration of a set of spacecraft, instrument, and ground system schedules that support the initial start-up, procurement, development/integration, and delivery of the STP mission components. This shall include the generation and maintenance of corresponding milestone and Gantt charts to support budget formulations and periodic management reviews.
- Provide independent analysis of potential prime contractors proposed schedules verifying them for logic, reasonableness, and consistency. This shall include identifying weaknesses/inconsistencies and following up with the GSFC technical managers to resolve issues. Additionally, the contractor shall analyze any potential impacts as well as other potential implications for efficient management of STP missions by GSFC management.
- Support the generation of prime contractor schedule reporting requirements, work breakdown structures and ancillary project control documentation.

Performance Requirement 10 – Documentation / Library (CCN: ?)

Refer to deliverable products for technical performance requirements

Performance Requirement 12 – General Business (CCN: ?)

- Logistically control project property and interface with GSFC Logistics Management Division personnel. Maintain database and inventory property for STP Project Personnel.
- Act as property custodian maintaining NASA property records and conducting inventories.
- Provide support for relocation of property, equipment, and telephones for all STP Project personnel relocation activities. Coordinate personnel moves.
- Provide support and assure proper maintenance for all building problems reported by STP Project personnel (i.e., telephone problems, furniture repair, blind repair, etc.).
- Establish and implement skill management and training for project control.
- Develop, maintain and control an automated financial system for STP Program Operating Plan (POP) submissions.
- Assist in the development of the automation of the STP monthly financial reporting.
- Analyze financial mission studies in relation to technical processes and schedule.
- Develop, implement and monitor complex administrative systems and guide institutional support efforts in such areas as outreach/education, IT support, graphics and Web page development.
- Analyze cost effectiveness studies and cost studies relating to anticipated technical problems and/or schedule slippages.
- Implement Program administrative policies and procedures.
- Serve as the Program training coordinator and Program public relations advisor.

- Initiate and/or attend and monitor the implementation of requirements resulting from regular or ad hoc meetings in all areas of responsibility. Serves as the STP Meeting/Review Coordinator.
- Develops and implements scheduling systems.
- Act as the Program Headquarters liaison.
- Prepare and modify drawings, flow charts, diagrams, and narrative charts for project presentation and reports.
- Interface with appropriate managers to collect data and prepare monthly and quarterly review packages
- Prepare technical text, perform technical editing, and document compilations and distribute documents.
- Collect technical data and coordinate, edit, and compile data into technical documents in accordance with STP and GSFC document preparation standards.
- Track documents in varying stages of release.
- Process change notices and revisions.

DELIVERY SCHEDULE:

General Business Deliverables -

- Complete audit of Code 460 Property
- PSR (monthly)
- MPSR (monthly)
- Quarterly Review
- Technical writing and editing functions, as required

Documentation / Library Deliverables -

- Library Acquisition Report (monthly)
- Documents in Review Report (monthly)
- Contract Deliverable Metrics Chart (monthly)

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 460-02
Title: STP / TIMED

Service Forecast Originator: John Wolfe
IST Leader: Richie Weiss

John Wolfe 12/17/99

Richie Weiss 12/17/99

TECHNICAL REQUIREMENTS:

Performance Requirement 12 – General Business (CCN: ?)

Provide writing, graphics, editing, word processing, and proofreading services required for the Thermosphere-Ionosphere-Mesosphere Energetics and Dynamics (TIMED) Program and related documentation.

DELIVERY SCHEDULE:

- Written documents
- TIMED Project briefings
- Center Project Status Reviews, Monthly and NASA Headquarters Quarterlies, as required.

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

[Handwritten signature]
Service Forecast Originator: Pietro Campanella
IST Leader: Fred Brooks *[Handwritten signature]*

Customer ID: 470
Title: ESSPO Scheduling

Service Forecast Originator: Pietro Campanella
IST Leader: Fred Brooks

TECHNICAL REQUIREMENTS:

Performance Requirement 5 – Scheduling and Planning [Data Structure] (CCN: ?)

- The contractor shall determine and recommend manufacturing engineering processes required to provide responses and data for various Center management and institutional reporting functions. Identify, develop, implement, and keep current all project control activities
- Plan and schedule developmental space projects
- Analyze developmental project status against Center commitments

Performance Requirement 10 - Documentation / Library (CCN: ?)

- Design, develop, and update systems for control, storage, and dissemination of all project technical and general correspondence documentation.
- Maintain computerized databases current for all Documentation/Library items.
- Develop and implement procedures, forms and reports for maintenance for Documentation/Library status accounting.
- Provide Project management with reporting and statusing as a requirement.

DELIVERY SCHEDULE:

- To be determined at a later date

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer Number: 473
Title: AEAP

Service Forecast Originator: Robert Miana
IST Leader: Fred Brooks

TECHNICAL REQUIREMENTS:

Performance Requirement 10 – Documentation/Library (CCN: ?)

- Assist in the development of AEAP Project documentation
- Collect technical data and coordinate, edit and compile data into technical documents and data bases in accordance with GSFC document preparation standards

Performance Requirement 12 - General Business (CCN: ?)

- Prepare and modify drawings, flow charts, diagrams, schedules, and narrative charts for AEAP Project presentations and reports
- Interface with AEAP Project Manager to prepare the Center Project Status Reviews Monthlies and NASA HQ Quarterlies

DELIVERY SCHEDULE:

- Written documents
- Monthly or As Required AEAP schedule
- AEAP Project briefings

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 474
Title: Triana Project Control

Service Forecast Originator: Tom Miller
IST Leader: Fred Brooks

TECHNICAL REQUIREMENTS:

Performance Requirement 5 - Scheduling and Planning (Data Structure) (CCN: ?)

- Develop and maintain instrument and spacecraft schedules and develop an integrated scheduling system.
- Provide schedules, milestone charts, float/trend charts and critical path data for the Project reviews.
- Participate in hardware reviews and visit the hardware providers facility and validate their schedule process.
- Develop charts to provide management with immediate visibility of hardware schedule status.

Performance Requirement 7 - Configuration Management (CCN: ?)

- Maintain Configuration Control of the Project baseline documentation.
- Manage and coordinate the Configuration Change Control packages, schedule and implement all activities associated with the Configuration Control Board (CCB) reviews.
- CCB secretary responsible for generating the CCB minutes and distribution of approved change packages.
- Maintain the CM Status Accounting Data Base to track C&R development, disposition and implementation.

Performance Requirement 9 - Management Information System (CCN: ?)

- Assist in PC and Macintosh hardware and software support.

Performance Requirement 10 - Documentation/Library (CCN: ?)

- Develop and update systems for control, storage, and dissemination of all project documentation including configuration management.
- Establish, maintain, and manage project technical library to meet the requirements of the Project.
- Develop, maintain, and control an automated information system for tracking and retrieving technical materials from the library.
- Manage and assure the maintenance of the technical documentation library and ensure that the library meets all day-to-day requirements of the Project.
- Control, identify, maintain, and distribute library documentation, as required.
- Index and catalog all library materials pertaining to project activities for quick retrieval.
- Produce documentation reports such as Library Index, Bi-weekly New Document Report, and others, as required.
- Assist in the development and preparation of Project documentation.
- Prepare technical text, perform technical editing, and document compilations and distribute documents.
- Collect technical data and coordinate, edit, and compile data into technical documents in accordance with GSFC document preparation standards.
- Track documents in varying stages of release.
- Process change notices and revisions.

Performance Requirement 12 – General Business (CCN:?)

- Logistically control project property and interface with GSFC Logistics Management Division personnel.
- Interface with project to identify move requirements; prepare request forms for FMD mods, and MOORS.
- Coordinate personnel moves.
- Prepare required documentation and coordinate installation of telephones and Local Area Network connections.
- Act as property custodian maintaining NASA property records and conducting inventories.

DELIVERY SCHEDULE:

- Monthly Event Calendar
- Monthly Reports
- Travel and Training Reports
- Personnel lists

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 480
Title: POES Project Control

Service Forecast Originator: Pat Dunn
IST Leader: Richie Weiss

TECHNICAL REQUIREMENTS:

Performance Requirement 4, 5, & 6 – Scheduling and Planning (CCN: ?)

Develop analysis reports on prime contractor and instrument schedules and scheduling systems/methodology. Also prepare and maintain schedules for project internal use.

Performance Requirement 7, 8 – Configuration Management (CCN: ?)

Develop CM processes and procedures to accomplish the project CM plan and prepare CM audits. Task products will cover both project flight and ground support hardware/software.

Performance Requirement 9 – Management Information Systems (CCN: ?)

Identify requirements and develop systems concepts for evolving the MIS system to meet the project's needs; maintain the MIS hardware, software, and networks; and produce specific analysis reports from the MIS system data.

Performance Requirement 10 – Documentation / Library (CCN: ?)

Develop and maintain systems for control, storage and dissemination of all project documentation.

Performance Requirement 12 – General Business (CCN: ?)

Maintain project properties inventory, develop travel and manpower budget status reports, and develop facility modifications plans. Also gather data, coordinate inputs, and assemble data into finished reports (i.e., MPSR).

DELIVERY SCHEDULE:

- Property audit
- Monthly Program Status Review (MPSR)
- Schedules
- CM reports
- Copies of library documents
- Install software upgrades

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 490
Title: New Millenium EO-1

Service Forecast Originator: Catherine Simkins
IST Leader: Fred Brooks

TECHNICAL REQUIREMENTS:

Performance Requirement 6: Scheduling (Development) (CCN: ?)

- Prepare Intermediate and Master Level plans and schedules establishing NMP EO-1 end-to-end timelines and interfaces for the science, spacecraft, instrument, ground system, GPS, and Wideband Advance Receiver Processor (WARP) WBS's from design through launch. Establish the total project critical path(s) based on schedule networks and related analysis. Train project support staff in the use of schedule tools and analytical methods. Provide schedule data to support project institutional reporting requirements (Confirmation Review, Non-Advocacy Review, Project Operating Plans, Project Plans, manpower and travel plans, contract negotiations, and independent cost studies.

Performance Requirement 10 – Documentation / Library (CCN: ?)

- Develop and update systems for control, storage, and dissemination of all project documentation including configuration management.
- Establish, maintain, and manage project technical library to meet the requirements of the Project.
- Develop, maintain, and control an automated information system for tracking and retrieving technical materials from the library.
- Manage and assure the maintenance of the technical documentation library and ensure that the library meets all day-to-day requirements of the Project.
- Control, identify, maintain, and distribute library documentation, as required.
- Index and catalog all library materials pertaining to project activities for quick retrieval.
- Produce documentation reports such as Library Index, Bi-weekly New Document Report, and others, as required.
- Assist in the development and preparation of Project documentation.
- Prepare technical text, perform technical editing, and document compilations and distribute documents.
- Collect technical data and coordinate, edit, and compile data into technical documents in accordance with GSFC document preparation standards.
- Track documents in varying stages of release.
- Process change notices and revisions.

Performance Requirement 12 – General Business (CCN: ?)

- Logistically control project property and interface with GSFC Logistics Management Division personnel.
- Interface with project to identify move requirements; prepare request forms for FMD mods, and MOORS.
- Coordinate personnel moves.
- Prepare required documentation and coordinate installation of telephones and Local Area Network connections.
- Act as property custodian maintaining NASA property records and conducting inventories.

DELIVERY SCHEDULE:

- Schedules (Gantt Charts and Networks)
- Project Monthly Schedule Analysis Report
- Project Master Schedule (Gantt Chart) Depicting Critical Path
- Time Phased Plan versus Actual Milestones Completed
- Monthly Event Calendar
- Monthly Reports
- Travel and Training Reports
- Personnel lists

**PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing**

Customer ID: 551
Title: Optics Branch Project Control

Service Forecast Originator: Howard Herzig
IST Leader: Bill Gallagher

Howard Herzig
Bill Gallagher

TECHNICAL REQUIREMENTS:

Performance Requirement 12- General Business

- Maintain Resource Database, including collection and consolidation of required inputs (R&D, MPS, and travel). Prepare, maintain, complete and disseminate budget forms and status reports. Set up and maintain database for capturing optical design, performance, and data designated essential for postflight reference or analysis. Prepare, maintain, and track procurements in computer-based log. Prepare and disseminate procurement status reports.
- Collect and consolidate data for manpower exercises. Trace and resolve actual versus planned discrepancies. Prepare and disseminate reports concerning these discrepancies.
- Prepare, maintain and update Branch schedules for major milestones, deliverables, action items, and meetings. Update and prepare weekly/monthly status review reports for the Instrument Technology Center / Engineering Directorate.
- Prepare and coordinate technical data charts for presentations. Disseminate documentation to Branch, Division, and Directorate.

DELIVERY SCHEDULE:

- RAMIS reports
- Technical data charts
- Manpower discrepancy reports
- Manpower database reports
- MPS database reports
- Travel reports
- R&D database reports
- Travel database reports

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 603
Title: Code 603 Project Control

Service Forecast Originator: Debbie Norton
IST Leader: Richie Weiss

Debbie Norton
Richie Weiss
1/4/00

TECHNICAL REQUIREMENTS:

Performance Requirement 9 – Management Information Systems and (CCN: ?)
Performance Requirements 12 – General Business (CCN: ?)

Provide management information systems (MIS) and general business to the Program Resources Management Branch (Code 603.1).

- Implement, maintain, and revise MIS for development, updating, and analysis of resource reports at the Space Sciences Directorate level:
 - Develop, maintain, and analyze selected data bases (i.e., MTS, RTOP, PRs, and Travel).
 - Generate customized reports for Travel, MPS, OOPS, and APOP exercises.
 - Prepare input forms of selected data bases by extracting informational data for statuses and reporting.
 - Use Center-wide databases to generate daily, weekly, and monthly reports with distribution intended for those who have a *need to know*.
- Provide graphics in the form of chart design and presentation.
- Prepare and maintain documentation on procurement requests relative to computer software and hardware.
- Develop a relational database system using MS Access 7.0 to support program funding and tracking of grants.

Historically, the data was maintained in dBase II tables and has been migrated to MS Access. There is a need to analyze the data elements and required outputs to develop normalized database and include user interface components.

Generally, the system will be a multi-user system residing on a NT Server with read-only access. Designated data base administrators will be granted write privileges for the data as well as the code. The task requires one MS Access programmer to work with the original NASA developers and provide support in the following areas:

- Data Analysis and Design
- Data Migration
- User Interfaces
- Implementation Support.

Each area is described below.

Data Analysis and Design - The existing MS Access table structure needs to be analyzed to normalize the data elements to reduce data redundancy to ensure referential integrity of the data. The external interfaces include the periodically import of a NASA Headquarters MS Excel spreadsheet and possibly data exports to the GSFC fiscal applications. The data formats would need to be consistent with any defined external interfaces required.

Once the data elements have been normalized, the tables will be created and table relationships defined.

Data Migration - A data migration procedure is required to transfer the data from the old data base structure into the new tables. The procedure will also need to validate and verify the data values are consistent, data integrity (i.e., all grant identified in the grant table have a corresponding sponsor in the sponsor table), and possibly some data cleanup.

User Interfaces - Once the tables are populated with data, an interface to maintain and query the data is rewired. The interface should consist of a switchboard menu to access queries and reports and capability for administrators to maintain the data. Specific queries and reports are to be defined by the Government. The system will also have the capability to perform ad hoc queries and reports.

Implementation Support

Implementation support is required to ensure the customer can perform successful data backups, archive data, and maintain data base security.

DELIVERY SCHEDULE:

- RAMIS reports
- APOP data base reports
- Manpower data base reports
- MPS data base reports
- OOPS data base reports
- Travel data base reports

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 630
Title: Space Science Data Operations Office
(SSDOO) Project Control

Service Forecast Originator: Jim Green
IST Leader: Richie Weiss

TECHNICAL REQUIREMENTS:

Performance Requirement 12 – General Business (CCN: ?)

Provide logistics/move coordination, general business and presentations to the Orbiting Satellites Project (Code 630.1).

Develop, analyze, and maintain productivity and efficiency of selected local and Center-wide databases.

- Develop formats and prepare informational reports from databases (daily, weekly, and monthly).
- Prepare customized reports for both fiscal and budget exercises.
- Generate and maintain tracking logs for hardware and software maintenance contracts.
- Generate and maintain tracking logs for procurements, grants, and their associated documentation.
- Perform necessary functions related to the Small Purchases System (SPS).

Provide the following support for the Space Science Data Operations Office (SSDOO).

- Coordinate all personnel and equipment moves.
- Maintain updated floor plans.
- Track, prepare, and submit all requests for telephone and telephone change services.
- Provide logistical support for the SSDOO equipment database for physical inventory of all equipment.
- Track and update equipment maintenance of onsite contractor support.
- Develop and maintain log of keycard holders to secured resources.
- Develop and maintain log/list of all licensed software.
- Prepare, submit, maintain, and track all work requests generated for POMD and Security.
- Prepare necessary documentation and track all shipments of equipment including documentation maintenance.
- Provide logistical support for the NEMS and Chirps database.
- Handle facilities for Building 26 and the Code 600 section of Building 28.

Provide the following support for SSDOO reports and presentations.

- Develop miscellaneous graphics and/or illustrations.
- Develop graphics for the NASA Headquarters monthly report, the SSDOO and the National Space Science Data Center (NSSDC) annual reports and the NSSDC archive plan.
- Prepare graphics illustrations for logos, Web, and CD ROMs.

DELIVERY SCHEDULE:

- Tracking logs for hardware and software maintenance contracts
- Tracking logs for procurements, grants, and their associated documentation
- Requests for telephone and telephone change services
- SSDOO equipment data base for physical inventory of equipment
- Work requests generated for POMD and Security
- Graphics for NSSDC annual reports, NASA Headquarters monthly reports, and SSDOO annual reports
- SSDOO Overview

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 696
Title: Sounding Rockets

Service Forecast Originator: Dr. Rob Pfaff
IST Leader: Richie Wiess

Robert Pfaff
Richie Wiess
11/24/99

TECHNICAL REQUIREMENTS:

Performance Requirements 10 – Documentation / Library (CCN: ?)
Performance Requirements 12 - General Business (CCN: ?)

- Provide general business support to the Sounding Rocket Projects and other programs such as PI for various small satellite missions.
- Word processing, being able to organize physical things (lab) as well as files, and help prepare proposals/inputs to proposals.
- Status updates of 8 - 10 science institutions as well as other science partners.

*Provide necessary travel in support of Sounding Rocket Academy
institutions as required by the Service Forecast
Coordinator.*

DELIVERY SCHEDULE:

- Minutes of Sounding Rocket Working Group meetings – June 2000
- Monthly financial status reports
- Provide library reference material at least monthly

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 710
Title: Cross-Enterprise Technology Development Program

Service Forecast Originator: Maria So *Maria So*
IST Leader: Fred Brooks *Fred Brooks*

TECHNICAL REQUIREMENTS:

Performance Requirement 9 - Management Information Systems (CCN: ?)

- Complete and deliver the enhancements of the FY00 NASA Technology Inventory Input system. Enhancements include, but are not limited to: (a) increase the number of Change Configuration Levels, (b) keep track of task history, (c) improve task update navigation, and (d) update Enterprise linkages.
- Provide monthly enhancements to the Cross-Enterprise Technology Development Program (CETDP) database system.
- Complete the design and implementation of an Oracle database for the Earth Science Technology Office (ESTO) with four standard viewing options and search capabilities.
- Populate the database with following six "themes": Atmospheric Chemistry and Ozone, Climate Variability and Change, Global Water and Energy Cycle, Global Carbon Cycle, Information System Technology, and Platform Technology.
- Complete the roadmap customization for all the "needs" within the above six "themes" and implement these roadmaps as the front-end graphical interface to the Oracle database.
- Maintain NTPIO servers; maintain security for the servers and for all application systems. The security shall be enforced at the server level, the user interface level, and the database level.
- Maintain a daily backup for the databases and software developed by the contractor. Appropriate configuration management of the software shall also be provided.
- Design and implement the NTPIO web site.
- Design and implement the FY01 NASA Technology Inventory database and the FY01 Cross-Enterprise Technology databases systems.
- The contractor shall work closely with the NTPIO database manager to develop new database structures and new user interfaces, as required. The contractor shall deliver timely system deliveries, as required.
- Verify NTIDB database system enhancements in an Internet web-based environment.
- Verify CETDP system enhancements, as required.

DELIVERY SCHEDULE:

- Deliver FY00 NASA Technology Inventory Input System in operations; populate FY00 database (01-15-00).
- Deliver Delta release of the Cross-Enterprise Technology Development Program database system (01-15-00).
- Complete ESTO Oracle database; populate the themes (01-19-00).
- Documentation
 - Configuration Management Control Plan
 - Design documents
- Status reports on the database contents

**PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing**

Customer ID: 740-01
Title: GLAST Project Control

Service Forecast Originator: Scott Lambros
IST Leader: Fred Brooks

TECHNICAL REQUIREMENTS:

Performance Requirement 12 - General Business (CCN: ?)

Provide General Business support to the GLAST Project (Code 701) in the following areas:

- Perform paper and electronic data management.
- Perform schedule management.
- Prepare reports and presentations.
- Provide meeting logistics support.
- Maintain 6-month rolling Project schedule.
- Perform library management.
- Prepare presentation packages for Monthly Status reviews.

DELIVERY SCHEDULE:

- 6-month rolling Project schedule
- Presentation packages for Monthly Status reviews

**PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing**

Customer ID: 740-02

Title: Project Formulation Office Project Control /
Web Site

Service Forecast Originator: Bill Cutlip

IST Leader: Rick Barthel

TECHNICAL REQUIREMENTS:

Performance Requirement 12 – General Business (CCN: ?)

The contractor shall perform the following:

- Prepares documents and presentations.
- Develops and maintains project files.
- Develops and maintains tracking systems and project-related databases.
- Coordinates and supports meetings and conferences.
- Generates procurement requests.

DELIVERY SCHEDULE:

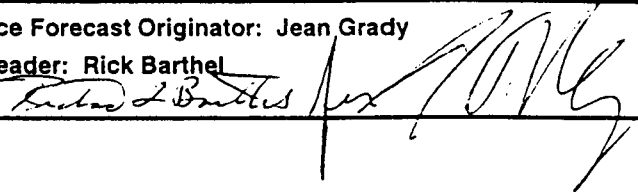
**PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing**

Customer ID: 740-03

**Title: Project Formulation Office Project Control /
Web Site**

Service Forecast Originator: Jean Grady

IST Leader: Rick Barthel



TECHNICAL REQUIREMENTS:

Performance Requirement 12 – General Business (CCN: ?)

The contractor shall perform the following:

The contractor will support the Constellation-X project as required; duties may include but not be limited to:

- Prepares documents and presentations.
- Develops and maintains project files.
- Develops and maintains tracking systems and project-related databases.
- Coordinates and supports meetings and conferences.
- Generates procurement requests.
- Designs and maintains assigned project Web pages and updates Web site documents, as required.
- Performs project scheduling and tracking duties.
- Analyses administrative data.
- Maintains project library/database.
- Performs configuration management duties for images and documents maintained in the project library.

DELIVERY SCHEDULE:

- Directorate Formulation Review presentation package - monthly
- Monthly Status Review presentation package and report - monthly

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 740-04

Title: STAAC Desktop Publishing

Service Forecast Originator: Vickie Stokes

IST Leader: Fred Brooks

TECHNICAL REQUIREMENTS:

Performance Requirement 12 - General Business (CCN: ?)

Provide administrative support to the Code 740 Office as required.

**PAAC CONTRACT
NAS5-00047
SERVICE ORDER PLAN
QSS
Boeing**



Customer ID: 860
Title: Spartan Project Control

Service Forecast Originator: Dave Betz
IST Leader: Bill Gallagher 

TECHNICAL REQUIREMENTS:

Performance Requirement 12 - General Business (CCN: ?)

- Multimedia presentation development - Create viewgraphs using Power Point. Capability to conduct presentations using a laptop. Will probably need to incorporate animation into the computer presentation.
- Web page updating. Manage/monitor the updating of the HTML Web page at AI Solutions. Verify that AI Solutions has current information on the Web. Produce text associated with the Web page updating.
- Provide computer support to users including guidance on software use and troubleshooting.
- Develop and maintain a database for the Spartan Project names, email addresses, etc.
- Develop and maintain a travel budget tracking system which tracks travel expenditures for each mission with separate funding.
- Coordinate dissemination of information with the GSFC Public Affairs Office.
- Provide schedules using MS Project software.
- Provide proposal development services including presentations and video production.

DELIVERY SCHEDULE:

- Presentations
- Database charts
- Proposal video

RFP5-51953/353
Section L, Attachment F
Service Forecast

The following services/functions are numbered in accordance with the Statement of Work (Section J, Attachment A).

12. GENERAL BUSINESS

Customer Organization: Earth Sciences Directorate
Code 900

- The contractor is responsible for providing support to various business related functions/exercises such as: travel (direct and reimbursable), property, manpower, R&A, MPS, personnel moves, work orders and phone requests, PR's, physical space, maintenance agreements, meeting/conference support, etc.
- Support will encompass all aspects of support ranging from: collection of data/requirements, entry of data into applicable spreadsheets and/or databases, preparation of required/applicable formats/reports, tracking of paperwork/actions/data/etc., various forms of analyses, setting up/maintenance of files, establishment/maintenance of logs/milestone charts, generation/distribution of reports, etc.

**PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing**

Customer Number: 900-01
Title: Program Control Support to
Code 900, Earth Sciences Directorate

Service Forecast Originator: *Dr. Thomas Hamilton*
IST Leader: *Patrick McGuire*

12/22/99

TECHNICAL REQUIREMENTS:

Performance Requirement 12 - General Business

Program Control Support to Code 900, Earth Sciences Directorate:

The Contractor shall provide General Business or, where appropriate, Program Control Analyst support services for the following business-related functions within a designated Office, Division, Laboratory, or Program within the Earth Sciences Directorate. Support activities may involve any, or all of the following tasking requirements/functions as needed to support specific organizational needs.

- Research, collect, analyze, maintain, and track requirements for business-related functions such as travel, MPS, RTOP's, manpower, space utilization, communications requirements, maintenance agreements, property/inventory control, training, and grants.
- Establish, track, and maintain status logs/milestone charts relating to documentation, action items, work in progress, and other business functions.
- Collect and or prepare, review, coordinate, and distribute various business documents/data and ensure that they are within the established criteria and format required. (Examples: travel orders/vouchers, RTOP's, telephone requests, TID requests, POMD/FED requests, and office moves.)
- Collect, prepare, analyze and update information for inclusion in reports.
- Provide support/coordination for meetings, seminars, and reviews; provide documentation, charts and table, and other instruments as required.

Delivery Schedule:

- Deliver regularly scheduled reports (weekly/monthly/quarterly) in accordance with organizational requirements.
- Deliver special ad-hoc reports in accordance with organizational requirements.
- Deliver support adequate to ensure the effective planning of, preparation for, and conduct of organizational meetings and activities, and for the disposition of other operational action.

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer Number: 900-02
Title: Program Control Support to
Code 902, Global Change Data Center

Service Forecast Originator: Deanna J. Adamczyk
IST Leader: Patrick McGuire

TECHNICAL REQUIREMENTS:

Performance Requirement 12 - General Business

Program Control Support to Code 902, Global Change Data Center:

The Contractor shall provide General Business or, where appropriate, Program Control Analyst support services for the following business-related functions within a designated Office, Division, Laboratory, or Program within the Earth Sciences Division. Support activities may involve any, or all of the following tasking requirements/functions as needed to support specific organizational needs.

- Research, collect, analyze, maintain, and track requirements for business-related functions such as travel, MPS, RTOP's, manpower, space utilization, communications requirements, maintenance agreements, property/inventory control, training, and grants.
- Establish, track, and maintain status logs/milestone charts relating to documentation, action items, work in progress, and other business functions.
- Collect and or prepare, review, coordinate, and distribute various business documents/data and ensure that they are within the established criteria and format required. (Examples: travel orders/vouchers, RTOP's, telephone requests, TID requests, POMD/FED requests, and office moves.)
- Collect, prepare, analyze and update information for inclusion in reports.
- Provide support/coordination for meetings, seminars, and reviews; provide documentation, charts and table, and other instruments as required.

Delivery Schedule:

- Deliver regularly scheduled reports (weekly/monthly/quarterly) in accordance with organizational requirements.
- Deliver special ad-hoc reports in accordance with organizational requirements.
- Deliver support adequate to ensure the effective planning of, preparation for, and conduct of organizational meetings and activities, and for the disposition of other operational action.

**PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing**

Customer Number: 900-03
Title: Program Control Support to Code 903,
Administration and Resources Management Office

Service Forecast Originator: Susan A. Reising
IST Leader: Patrick McGuire

12/22/99

TECHNICAL REQUIREMENTS:

Performance Requirement 12 - General Business

Program Control Support to Code 903, Administration and Resources Management Office:

The Contractor shall provide General Business or, where appropriate, Program Control Analyst support services for the following business-related functions within a designated Office, Division, Laboratory, or Program within the Earth Sciences Directorate. Support activities may involve any, or all of the following tasking requirements/functions as needed to support specific organizational needs.

- Research, collect, analyze, maintain, and track requirements for business-related functions such as travel, MPS, RTOP's, manpower, space utilization, communications requirements, maintenance agreements, property/inventory control, training, and grants.
- Establish, track, and maintain status logs/milestone charts relating to documentation, action items, work in progress, and other business functions.
- Collect and or prepare, review, coordinate, and distribute various business documents/data and ensure that they are within the established criteria and format required. (Examples: travel orders/vouchers, RTOP's, telephone requests, TID requests, POMD/FED requests, and office moves.)
- Collect, prepare, analyze and update information for inclusion in reports.
- Provide support/coordination for meetings, seminars, and reviews; provide documentation, charts and table, and other instruments as required.

Delivery Schedule:

- Deliver regularly scheduled reports (weekly/monthly/quarterly) in accordance with organizational requirements.
- Deliver special ad-hoc reports in accordance with organizational requirements.
- Deliver support adequate to ensure the effective planning of, preparation for, and conduct of organizational meetings and activities, and for the disposition of other operational action.

**PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing**

Customer Number: 900-05
Title: Program Control Support to
Code 915, Atmospheric Experiment Branch

Service Forecast Originator: Jack E. Richards
IST Leader: Patrick McGuire

[Signature]
12/22/99

TECHNICAL REQUIREMENTS:

Performance Requirement 12 - General Business

Program Control Support to Code 915, Atmospheric Experiment Branch:

The Contractor shall provide General Business or, where appropriate, Program Control Analyst support services for the following business-related functions within a designated Office, Division, Laboratory, or Program within the Earth Sciences Division. Support activities may involve any, or all of the following tasking requirements/functions as needed to support specific organizational needs.

- Research, collect, analyze, maintain, and track requirements for business-related functions such as travel, MPS, RTOP's, manpower, space utilization, communications requirements, maintenance agreements, property/inventory control, training, and grants.
- Establish, track, and maintain status logs/milestone charts relating to documentation, action items, work in progress, and other business functions.
- Collect and or prepare, review, coordinate, and distribute various business documents/data and ensure that they are within the established criteria and format required. (Examples: travel orders/vouchers, RTOP's, telephone requests, TID requests, POMD/FED requests, and office moves.)
- Collect, prepare, analyze and update information for inclusion in reports.
- Provide support/coordination for meetings, seminars, and reviews; provide documentation, charts and table, and other instruments as required.

Delivery Schedule:

- Deliver regularly scheduled reports (weekly/monthly/quarterly) in accordance with organizational requirements.
- Deliver special ad-hoc reports in accordance with organizational requirements.
- Deliver support adequate to ensure the effective planning of, preparation for, and conduct of organizational meetings and activities, and for the disposition of other operational action.

**PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing**

Customer Number: 900-7
Title: Program Control Support to
Code 920.1, Space Geodesy Networks and Sensor
Calibration Office

Service Forecast Originator: John M. Bosworth *John M. Bosworth*
IST Leader: Patrick McGuire *Patrick McGuire* 12/22/99

TECHNICAL REQUIREMENTS:

Performance Requirement 12 - General Business

Administrative

Program Control Support to Code 920.1, Space Geodesy Networks and Sensor Calibration Office:

The Contractor shall provide General Business or, where appropriate, Program Control Analyst support services for the following business-related functions within a designated Office, Division, Laboratory, or Program within the Earth Sciences Division. Support activities may involve any, or all of the following tasking requirements/functions as needed to support specific organizational needs.

- Research, collect, analyze, maintain, and track requirements for business-related functions such as travel, MPS, RTOP's, manpower, space utilization, communications requirements, maintenance agreements, property/inventory control, training, and grants.
- Establish, track, and maintain status logs/milestone charts relating to documentation, action items, work in progress, and other business functions.
- Collect and or prepare, review, coordinate, and distribute various business documents/data and ensure that they are within the established criteria and format required. (Examples: travel orders/vouchers, RTOP's, telephone requests, TID requests, POMD/FED requests, and office moves.)
- Collect, prepare, analyze and update information for inclusion in reports.
- Provide support/coordination for meetings, seminars, and reviews; provide documentation, charts and table, and other instruments as required.

Delivery Schedule:

- Deliver regularly scheduled reports (weekly/monthly/quarterly) in accordance with organizational requirements.
- Deliver special ad-hoc reports in accordance with organizational requirements (01-01-00 through 06-30-00).
- Deliver support adequate to ensure the effective planning of, preparation for, and conduct of organizational meetings and activities, and for the disposition of other operational action (01-01-00 through 06-30-00).

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer Number: 900-8
Title: Program Control Support to
Code 920, Laboratory for Terrestrial Physics

Service Forecast Originator: John M. Bosworth 12/22/99
IST Leader: Patrick McGuire 12/22/99

TECHNICAL REQUIREMENTS:

Performance Requirement 12 - General Business

Program Control Support to Code 920, Laboratory for Terrestrial Physics:

The Contractor shall provide General Business or, where appropriate, Program Control Analyst support services for the following business-related functions within a designated Office, Division, Laboratory, or Program within the Earth Sciences Division. Support activities may involve any, or all of the following tasking requirements/functions as needed to support specific organizational needs.

- Research, collect, analyze, maintain, and track requirements for business-related functions such as travel, MPS, RTOP's, manpower, space utilization, communications requirements, maintenance agreements, property/inventory control, training, and grants.
- Establish, track, and maintain status logs/milestone charts relating to documentation, action items, work in progress, and other business functions.
- Collect and or prepare, review, coordinate, and distribute various business documents/data and ensure that they are within the established criteria and format required. (Examples: travel orders/vouchers, RTOP's, telephone requests, TID requests, POMD/FED requests, and office moves.)
- Collect, prepare, analyze and update information for inclusion in reports.
- Provide support/coordination for meetings, seminars, and reviews; provide documentation, charts and table, and other instruments as required.

Delivery Schedule:

- Deliver regularly scheduled reports (weekly/monthly/quarterly) in accordance with organizational requirements.
- Deliver special ad-hoc reports in accordance with organizational requirements.
- Deliver support adequate to ensure the effective planning of, preparation for, and conduct of organizational meetings and activities, and for the disposition of other operational action.

**PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing**

Customer Number: 900-13
Title: Program Control Support to
Code 971, Oceans and Ice Branch

Service Forecast Originator: Chester J. Koblinski
IST Leader: Patrick McGuire

TECHNICAL REQUIREMENTS:

Performance Requirement 12 - General Business

Program Control Support to Code 971, Oceans and Ice Branch:

The Contractor shall provide General Business or, where appropriate, Program Control Analyst support services for the following business-related functions within a designated Office, Division, Laboratory, or Program within the Earth Sciences Division. Support activities may involve any, or all of the following tasking requirements/functions as needed to support specific organizational needs.

- Research, collect, analyze, maintain, and track requirements for business-related functions such as travel, MPS, RTOP's, manpower, space utilization, communications requirements, maintenance agreements, property/inventory control, training, and grants.
- Establish, track, and maintain status logs/milestone charts relating to documentation, action items, work in progress, and other business functions.
- Collect and or prepare, review, coordinate, and distribute various business documents/data and ensure that they are within the established criteria and format required. (Examples: travel orders/vouchers, RTOP's, telephone requests, TID requests, POMD/FED requests, and office moves.)
- Collect, prepare, analyze and update information for inclusion in reports.
- Provide support/coordination for meetings, seminars, and reviews; provide documentation, charts and table, and other instruments as required.

Delivery Schedule:

- Deliver regularly scheduled reports (weekly/monthly/quarterly) in accordance with organizational requirements.
- Deliver special ad-hoc reports in accordance with organizational requirements.
- Deliver support adequate to ensure the effective planning of, preparation for, and conduct of organizational meetings and activities, and for the disposition of other operational action.

**PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing**

Customer Number: 900-14
Title: Program Control Support to
Code 974, Hydrological Sciences Branch

Service Forecast Originator: Edwin T. Engman
IST Leader: Patrick McGuire

TECHNICAL REQUIREMENTS:

Performance Requirement 12 - General Business

Program Control Support to Code 974, Hydrological Sciences Branch:

The Contractor shall provide General Business or, where appropriate, Program Control Analyst support services for the following business-related functions within a designated Office, Division, Laboratory, or Program within the Earth Sciences Division. Support activities may involve any, or all of the following tasking requirements/functions as needed to support specific organizational needs.

- Distribute, track and provide reporting for all NASA Research Announcement (NRA) awards from the NASA Hydrology Program Office, NASA Headquarters, Code Y.
- Prepare updates regarding NRA Announcements, progress reports and other scientific data as needed to the NASA Hydrology Web Page for NASA Headquarters, Code Y.
- Research, collect, analyze, maintain, and track requirements for business-related functions such as travel, MPS, RTOP's, manpower, maintenance agreements, credit card statements and logs, property/inventory control, and grants.
- Establish, track, and maintain status logs/milestone charts relating to documentation, action items, work in progress, and other business functions.
- Collect and or prepare, review, coordinate, and distribute various business documents/data and ensure that they are within the established criteria and format required. (Examples: travel orders/vouchers, RTOP's, and Manpower Reports.)

Delivery Schedule:

- Deliver regularly scheduled reports (weekly/monthly/quarterly) in accordance with organizational requirements.
- Deliver special ad-hoc reports in accordance with organizational requirements.
- Deliver support adequate to ensure the effective planning of, preparation for, and conduct of organizational meetings and activities, and for the disposition of other operational action.

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer Number: 900-15
Title: Program Control Support to
Code 920, Laboratory for Terrestrial Physics

Service Forecast Originator: John M. Bosworth
IST Leader: Patrick McGuire

TECHNICAL REQUIREMENTS:

Performance Requirement 12 - General Business

Program Control Support to Code 920, Laboratory for Terrestrial Physics:

The Contractor shall provide General Business or, where appropriate, Program Control Analyst support services for the following business-related functions within a designated Office, Division, Laboratory, or Program within the Earth Sciences Division. Support activities may involve any, or all of the following tasking requirements/functions as needed to support specific organizational needs.

- Draft agreements between NASA and cooperating domestic and foreign agencies and universities for the acquisition and exchange of geodetic and geophysical data in the fields of SLR, VLBI, and GPS.
- Coordinate agreements with NASA Headquarters Mission to Planet Earth (MTPE) - Code IY - for legal and financial conformance, signature, and issuance.
- Obtain details from GSFC Space Geodesy Network and Sensor Calibration Office for foreign and domestic NASA agreements covering satellite laser ranging (SLR) and very long baseline interferometry (VLBI) systems cooperative activities.
- Obtain details from the Jet Propulsion Laboratory (JPL) for cooperative agreements covering global positioning system (GPS) installations and data exchange.

• *Configuration Mgt 1509000 support. JMB*
Delivery Schedule: *Administration*

- Deliver regularly scheduled reports (weekly/monthly/quarterly) in accordance with organizational requirements.
- Deliver special ad-hoc reports in accordance with organizational requirements.
 - Status reports on development of NASA SLR, VLBI, and GPS foreign and domestic agreements.
 - Draft agreements on acquisition and exchange of geodetic and geophysical data.
 - Status reports on Code IY conformance, signature, and issuance agreements.

RFP5-51953/353
Section L, Attachment F
Service Forecast

Service Period: October 1, 1999 through
 March 31, 2000 (Six Months)

The Contractor shall submit an Operating Plan in response to the following requirements in accordance with Clauses B.1 and H.7 of the contract:

The following services/functions are numbered in accordance with the Statement of Work (Section J, Attachment A).

4. SCHEDULING AND PLANNING- DATA ENTRY

Customer Organization: Earth System Science
 Pathfinders Office (ESSPO),
 Code 170/420

The performance requirements are as defined in the Statement of Work. Activities include the support of VCL and GRACE launches.

Customer Organization: Space Science Programs
 Code 180

The performance requirements are as defined in the Statement of Work.

Customer Organization: Systems Technology and
 Advanced Concepts (STAAC),
 Code 400-2

The performance requirements are as defined in the Statement of Work. Activities include maintenance of the Directives Management System.

Customer Organization: Integrated Financial
 Management Program (IFMP),
 Code 401-2

Scheduling activities include support of software code, test, and verification; and support of software generation and incorporation at NASA centers.

Customer Organization: Rapid Spacecraft Development
Office (RSDO), Code 401-5

Activities include updating milestone schedules for periodic status accounting and reporting.

Customer Organization: Explorer Program, Code 410

The performance requirements are as defined in the Statement of Work.

Customer Organization: EOS AM-1 Project, Code 421

- Support all project reviews
- Support PMS audit as required.

Customer Organization: EOS PM Project, Code 422

Preparation of specially requested reports or analyses.

Customer Organization: ESDIS Project, Code 423

The performance requirements are as defined in the Statement of Work.

Customer Organization: EOS/Chemistry, Code 424

Prepare plans and schedules establishing Chemistry Project timelines, identifying interfaces between organizations which provide continuous performance status and support the financial evaluation of monthly contractor cost reports. Establish the critical path for Chemistry based on comprehensive network schedules and related analyses. Provide schedule data to support Project institutional requirements in reviews such as: Non-Advocacy Reviews (NARs), Project Operating Plans (POPs), Execution Phase Project Plans, manpower and travel planning, contract negotiations and independent cost studies.

Customer Organization: STP Program, Code 460

Preparation of project schedules for 5 missions (TIMED, STEREO, MMS, GEC, & Constellation).

Customer Organization: GLAST, Code 701

- Maintain 12 month rolling schedule
- Prepare presentations for Monthly Status Reviews

5. SCHEDULING AND PLANNING - DATA STRUCTURE

Customer Organization: Integrated Financial
Management Program (IFMP),
Code 401-2

The performance requirements are as defined in the Statement of Work.

Customer Organization: Hubble Space Telescope (HST),
Flight Systems and Servicing,
and New Generation Space
Telescope (NGST), Code 440

Prepare plans and schedules establishing HST Project timelines, identifying interfaces between organizations which provide continuous performance status and support the financial evaluation of monthly contractor cost reports. Establish the critical path for the HST Third Servicing Mission based on comprehensive network schedules and related analyses. Provide schedule data to support Project institutional requirements in reviews such as: Non-Advocacy Reviews (NARs), Project Operating Plans (POPs), Execution Phase Project Plans, manpower and travel planning, contract negotiations and independent cost studies.

6. SCHEDULING AND PLANNING - DEVELOPMENT

Customer Organization: Tracking & Data Relay
Satellite (TDRS) Project,
Code 405

Attend prime contractor bi-monthly Program Status Reviews (El Segundo, CA). Provide monthly in-depth schedule analyses for each TDRS H,I,J spacecraft. Evaluate daily Resident Office reports for schedule impacts and update schedule assessments between bi-monthly status reviews as required. Provide schedule data to support monthly reporting requirements and for internal project use. Internal deliverables include narrative reports of prime contractor's progress and risk. Develop networks and special milestone charts to summarize schedules provided by the prime contractor. Software tools used include Milestones, Etc. and MS Project. Support will remain constant through the duration of the service period.

Customer Organization: ESSP, Code 408

The performance requirements are as defined in the Statement of Work.

Customer Organization: Explorer Program, Code 410

The performance requirements are as defined in the Statement of Work.

Customer Organization GOES Project, Code 415

Prepare analysis reports on prime contractor instrument schedules and scheduling systems/methodology. Maintain schedules for project internal use.

Customer Organization: EO-1, Code 426

Prepare intermediate and master level plans and schedules that establish EO-1 end-to-end timelines interfaces for all WBS elements from design through launch. Establish the total Project critical path(s), based on schedule networks and related analysis. Provide schedule data to support Project institutional reporting requirements (Monthly Status Reviews, Design Reviews, Confirmation Reviews, Project Operating Plans, independent reviews, etc.) deliverables include schedules (Gantt charts and networks), monthly

schedule analysis report, Project Master Schedule with critical path and time-phased plan versus actual milestones completed.

Customer Organization: Hubble Space Telescope (HST),
Flight Systems and Servicing,
and New Generation Space
Telescope (NGST), Code 440

The Contractor shall develop a Master schedule for the entire Life-Cycle of the NGST project, as well as various sub-schedules to support technology development including the identification of critical paths, etc. This work will entail interfacing with other NASA Centers supporting the NGST Project, study contractors and various other technology development contractors.

Customer Organization: POES, Code 480

Develop analysis reports on prime contractor and instrument schedules and scheduling systems/methodology. Also prepare and maintain schedules for project internal use.

7. CONFIGURATION MANAGEMENT - IMPLEMENTATION

Customer Organization: Earth System Science
Pathfinders Office (ESSPO),
Code 170/420

The performance requirements are as defined in the Statement of Work. Activities include the support of VCL and GRACE launches.

Customer Organization: Tracking & Data Relay
Satellite (TDRS) Project,
Code 405

Attend prime contractor bi-monthly Program Status Reviews (El Segundo, CA). Provide monthly CCB Status Reports. Prepare and coordinate contract implementation packages in support of CCB decisions regarding project initiated requirements changes, contractor engineering change proposals, and requests for deviations/waivers. Populate/update the project CM system utilizing the Microsoft Access database. Perform physical configuration audits of each TDRS H,I,J spacecraft. Develop audit plans and prepare final report of audit findings. Support will remain constant through the duration of the service period.

Database/System Name: TDRS Config Management Database
Brief Description: Tracking configuration control items
Number of Users: 1
Operating System: Windows 95
Where it resides: (server name or desktop) Desktop
Languages/Products used for operation: Microsoft Access 97

Customer Organization GOES/TOMS Project, Code 415

- Maintain a complete Configuration Management System and perform analysis needed to support technical and engineering activities.
- Document the activities of the Configuration Control Board.

Customer Organization: EOS AM-1 Project, Code 421

- Support all project reviews
- Support PMS audit as required.

Customer Organization: EOS PM Project, Code 422

- CCR generation and update of CCR Tracking System
- Special presentation material preparation
- Action Item Tracking System update
- Preparation of specially requested reports or analyses

Customer Organization: ESDIS Project, Code 423

The performance requirements are as defined in the Statement of Work.

Customer Organization: EOS/Chemistry, Code 424

- CCR generation and update of CCR Tracking System
- Special presentation material preparation
- Action Item Tracking System update
- Preparation of specially requested reports or analyses
- Support all project reviews.
- Support PMS audit as required.
- CCR generation and update of CCR Tracking System
- Special presentation material preparation
- Develop an Action Item Tracking System
- Preparation of specially requested reports and analyses
- Custodian of Quality Records (CQR) and other related actions
- Attending meetings and documenting relevant information
- required by GSFC Project Personnel.

Customer Organization: EO-1, Code 426

Baseline EO-1 documents; coordinate review/approval cycle of updates and changes; maintain record copies of current documentation.

Customer Organization: Hubble Space Telescope (HST),
Flight Systems and Servicing,
and New Generation Space
Telescope (NGST), Code 440

- Review contractor CM Plans to ensure compliance with these documents and the CM requirements of the contract(s), and perform audits to verify effective CM implementation.
- For in-house work, identify configuration items (hardware, software, documentation, and data) and establish technical baselines that result in the generation of a consolidated Documentation Tree and a Configuration Articles List.
- Maintain and audit each project's CM system by reviewing, implementing, and following the approved change control processes.
- Process configuration change requests (CCRs), waivers, and deviations for cost, schedule, and technical impact assessments, and support the CCB in the evaluation and disposition of CCRs.
- Prepare and distribute the CCB minutes and directives; maintain a computer based tracking system to status actions precipitated at the CCB.
- Provide effective change coordination and complete the timely documentation updates of all approved change activities.
- Maintain audit trails for configuration changes, track the implementation status of approved changes through procurement.
- Manage an up-to-date library system for CM-controlled and uncontrolled for hard copy and electronically stored documents.
- Manage the CM On-line Processing System (COPS)
- Provide data management including coordinating and facilitating Contract Data Requirements List (CDRL) deliverables from Project Contractors.

Customer Organization: POES, Code 480

- Develop and maintain systems for control, storage and dissemination of all project documentation
- Develop CM processes and procedures to accomplish the project CM plan and prepare CM audits. Task products will cover both project flight and ground support hardware/software.

8. CONFIGURATION MANAGEMENT - DESIGN

Customer Organization: Hubble Space Telescope (HST),
Flight Systems and Servicing,
and New Generation Space
Telescope (NGST), Code 440

- Develop, and coordinate an HST Project specific CM Plan and CM Procedures that meet the requirements of GMI 8040.1.
- For in-house work, identify configuration items (hardware, software, documentation, and data) and establish technical baselines that result in the generation of a consolidated Documentation Tree and a Configuration Articles List.
- Establish audit trails for configuration changes, track the implementation status of approved changes through procurement.
- Manage an up-to-date library system for CM-controlled and uncontrolled for hard copy and electronically stored documents.
- Manage the CM On-line Processing System (COPS)
- Provide data management including coordinating and facilitating Contract Data Requirements List (CDRL) deliverables from Project Contractors.

9. MANAGEMENT INFORMATION SYSTEMS

Customer Organization: Financial Management Division,
Code 151

- Design, operate and maintain several Financial Management databases, including hardware and software.
- Support the division in moving to the new accounting system - perform analysis for data conversion and data cleanup.

Customer Organization: Earth System Science
Pathfinders Office (ESSPO),
Code 170/420

Activities include the support of databases/software:

Database or System Name: Action Tracking - Code 421 - AM
Project (MIS) Code 422 - PM -
Project; Code 401.5 RSDO

Brief Description: Tracks actions assigned to various members of the projects and records the solutions to the action via a WEB interface.

Number of Users: 10 per code.

Operating System: Windows 95 & windows 98

Where it resides: (server name or desktop) MTPWEB2

Languages or Products used for operation: Cold Fusion and MS Access running on an NT 4.0 WEB Server

Maintenance level: Currently in Production needs work in the reporting area

Upgrade or Replacement Plans: Some Mods are in the requirements phase. The code 421 system will be cloned and modified for the EOS-G Program Office

Database or System Name: CM

Brief Description: Tracks changes to baselined documents

Number of Users:10

Operating System:Windows 95 & 98

Where it resides: (server name or desktop) MTPWEB2

Languages or Products used for operation: Cold Fusion and MS Access running on an NT 4.0 WEB Server

Maintenance level: Currently in Production needs work in the reporting area.

Upgrade or Replacement Plans: Additional requirements to provide electronic distribution of the CCR form, Change

pages and agendas as well as capturing comments.

Database or System Name: CM (AM version)
Brief Description: Tracks changes to baselined documents
Number of Users: 5
Operating System: Windows 95 & 98
Where it resides: (server name or desktop) MTPE Database server
Languages or Products used for operation: MS Foxpro
Maintenance level: Production
Upgrade or Replacement Plans: Archive system after Launch

Database or System Name: Travel plans
Brief Description: System developed to plan and cost trips for budget purposes.
Number of Users: 3
Operating System: windows 95 & 98
Where it resides: (server name or desktop) MTPEWEB2
Languages or Products used for operation: Cold Fusion and MS Access running on an NT 4.0 WEB Server
Upgrade or Maintenance level: Currently in Production needs work in the reporting area. Replacement Plans: Additional requirements to link the system to travel actuals.

Database or System Name: Travel actuals
Brief Description: Tracks trips taken during the year as a cross check to the current GSFC system.
Number of Users: 10
Operating System: windows 95 & 98
Where it resides: (server name or desktop) MTPEWEB2
Languages or Products used for operation: Cold Fusion and MS Access running on an NT 4.0 WEB Server
Upgrade or Maintenance level: Currently in Production needs work in the reporting area. Replacement Plans: Additional requirements to link the system to travel plan.

Database or System Name: Library
Brief Description: Document management system for both paper and electronic media.
Number of Users: 3
Operating System: windows 95 & 98
Where it resides: (server name or desktop) mtpequad
Languages or Products used for operation: PC Docs
Maintenance level: Production
Upgrade or Replacement Plans: Possible re-write in Cold Fusion

Database or System Name: RSDO RFI Management
Brief Description: The system tracks requests for launch vehicles for GSFC and other agency uses. The "RFP" is posted to a WEB site with electronic responses collected for review and selection
Number of Users: 12
Operating System: windows 95 & 98
Where it resides: (server name or desktop) MTPEWEB2
Languages or Products used for operation: Cold Fusion and MS Access running on an NT 4.0 WEB Server
Upgrade or Maintenance level: Currently in Production.
Upgrade or Replacement Plans: Additional requirements are being collected to enhance security and functionality

Database or System Name: CDRL Tracking
Brief Description: Tracks document submissions from contractors as deliverables and files copies with the EOS-G library.
Number of Users: 5
Operating System: Windows 95 & 98
Where it resides: (server name or desktop) MTPE Database server
Languages or Products used for operation: MS Foxpro
Maintenance level: Production
Upgrade or Replacement Plans: Possible inclusion into the CM Management system

Customer Organization: Tracking & Data Relay
Satellite (TDRS) Project,
Code 405

Travel to GSFC Resident Office (El Segundo, CA), quarterly, one week duration to provide MIS support. The TDRS Project MIS requires the contractor to have experience with the following software and hardware.

1. Sun SPARCstation 20 workstations
2. Solaris 1.1.2 (Sun OS) and Solaris 2.X
3. Excalibur EFS 3.7 Electronic Filing System software application
4. Sun Online DiskSuite 1.0 software
5. Windows NT 4.0 Server and Workstation
6. Windows 95 and Windows 98
7. Microsoft Office 97
8. Eudora Pro
9. Xerox 4900 Color Printstation

- 10.Talaris 1794 Printstation
- 11.Fujitsu 3096G desktop scanner
- 12.Cheyenne ARCserve 6.5
- 13.Cheyenne Inoculan for Windows NT 4.0

Support will remain constant through the duration of the service period.

Customer Organization GOES/TOMS Project, Code 415

Develop and maintain a Management Information System (MIS) that that is constantly evolving. In concert with Documentation/Library contractor, develop and maintain an electronic means of archiving documents.

Customer Organization: Hubble Space Telescope (HST),
Flight Systems and Servicing,
and New Generation Space
Telescope (NGST), Code 440

- Provide Rapid Access Management Information System (RAMIS) programming and data retrieval for the Hubble Space Telescope financial data; Space Telescope Resource Analysis Program (STRAP) data base administration including responsibility for the importing and verification of monthly data, as well as responsibility for the daily maintenance of the system.
- Provide HST TMIS systems management to operate the Sun/UNIX based TMIS electronic storage systems containing documents and drawings.
- Plan and manage the implementation of the HST TMIS systems and software upgrades.
- Provide assistance to HST TMIS users, about 150 on-line viewers at various locations including GSFC, JSC, Ball/Boulder, University of Arizona, Science Institute, Lockheed Martin/Greenway, Swales/Beltsville, and Hughes/Danbury.
- Scan new documentation and drawings into the HST TMIS and maintain a current on-line data base.
- DELIVERABLES: Operating System available to local and remote users (Continuous), Current on-line Electronic Library of HST drawings and documents,

Customer Organization: POES, Code 480

Identify requirements and develop systems concepts for evolving the MIS system to meet the project's needs; maintain the MIS hardware, software, and networks; develop project web pages and web based databases; produce specific analysis reports from the MIS system data. Also ensure compliance with NASA IT security procedures.

The following software and hardware will be used:

Foxpro 2.6

Foxpro 5.0a

Alchemy

MS Access 97

Claris Filemaker Pro 4.0

10. DOCUMENTATION/LIBRARY

Customer Organization: Earth System Science
Pathfinders Office (ESSPO),
Code 170/420

The performance requirements are as defined in the Statement of Work. Activities include the support of VCL and GRACE launches.

Customer Organization: Space Science Programs
Code 180

The performance requirements are as defined in the Statement of Work.

List of Systems used:

- OS 8.5.1
- MS Office '98
- Claris Draw 1.0
- Deltagraph 4.0X
- Adobe Acrobat 3.0.1
- Adobe Illustrator 7.0
- Adobe Pagemaker 6.5
- Adobe Photoshop 4.0.1
- Quark Express 3.3.2
- MacLink Plus Translators Pro 9.7
- Netscape
- Eudora
- Fetch
- HyperCard
- SimpleText

Customer Organization: Integrated Financial
Management Project, Code 401-2

The performance requirements are as defined in the Statement of Work.

Customer Organization: Rapid Spacecraft Development
Office (RSDO), Code 401-5

Activities include developing and maintaining systems for control, storage, retrieval and dissemination of all RSDO documentation, including providing configuration control, security and user accessibility services.

Customer Organization: Tracking & Data Relay
Satellite (TDRS) Project,
Code 405

Maintain hardcopy library database utilizing Microsoft Access. Maintain the tracking of the engineering drawings by utilizing Microsoft Excel. Update and maintain the project Excalibur Electronic Filing System (EFS) file structure and scan documents into the EFS. Train new users in use of the EFS. Provide weekly data management reports and any additional reports as required. Level of effort will remain constant through the duration of the service period.

Database or System Name: TDRS Library Database
Brief Description: Tracking documents added to the TDRS Library
Number of Users: 2
Operating System: Windows 95
Where it resides: (server name or desktop) Server (Vader)
Languages/Products used for operation: Microsoft Access 97

Customer Organization: ESSP, Code 408

The performance requirements are as defined in the Statement of Work.

Customer Organization Explorer Program, Code 410

The performance requirements are as defined in the Statement of Work.

Customer Organization GOES/TOMS Project, Code 415

The performance requirements are as defined in the Statement of Work.

Customer Organization: EOS AM-1 Project, Code 421

The performance requirements are as defined in the Statement of Work.

Customer Organization: EOS PM Project, Code 422

The performance requirements are as defined in the Statement of Work.

Customer Organization: ESDIS Project, Code 423

The performance requirements are as defined in the Statement of Work.

Customer Organization: Hubble Space Telescope (HST),
Flight Systems and Servicing,
And New Generation Space
Telescope (NGST), Code 440

- Provide the receipt, systematic storage, and retrieval of all project documentation (including CM controlled documents) irrespective of origin;
- Provide the identification and distribution of all contract documentation items to assure that required documentation is generated and delivered on time for both administrative and technical review;
- Provide the insurance of a timely project response for those documents that require government approval;
- Provide the design, development and maintenance of computerized mixed media library documentation data base systems for storing and retrieving project documents;
- Provide the management of these systems to ensure configuration control, security, and user accessibility;
- Provide the document tracking, storage, retrieval, reproduction, distribution, and review coordination services;
- Provide the development of distribution lists and the tracking of contractor document delivery schedules.

Customer Organization: POES, Code 480

The performance requirements are as defined in the Statement of Work.

Customer Organization: Orbiting Satellites Project,
Code 600

The performance requirements are as defined in the Statement of Work.

Customer Organization: GLAST, Code 701

Maintain Project Library and Action Item Database.

11. GENERAL ACCOUNTING

Customer Organization: Financial Management Division,
Code 151

- The contractor is responsible for providing general accounting functions in the travel accounting, vendor payment and resources area. These functions include processing the travel authorizations, vouchers and performing the necessary filing and updating the accounting system for the Headquarters Accounting Division.
- Also includes calculating and recording the monthly cost accrual amounts for Interagency agreements and small purchases.
- There is a requirement for temporary positions within the Financial Management Division to fulfill various functions under the statement of work.

12. GENERAL BUSINESS

Customer Organization: Human Resources Office
Code 110

Activities include working with new NASA employees regarding relocation arrangements and expenses, and performing data entry for personnel actions.

Customer Organization: Human Resources Development
Office, Code 114

Ongoing full time clerical and administrative support to GSFC training and development programs such as on-site courses, off-site courses, processing of Requests for Training and Purchase Requests, maintenance of training data base and other program support duties.

Customer Organization: Earth System Science
Pathfinders Office (ESSPO),
Code 170/420

The performance requirements are as defined in the Statement of Work. Activities include the support of VCL and GRACE launches.

Customer Organization: Space Science Programs
Code 180

Activities include preparing presentation materials for the Space Science Program Management Council Monthly Status Review to the Goddard Executive Council, preparing presentation materials for the Grants Management Process Team meetings, preparing presentation materials for the MO&DA meetings, preparing charts and graphics for the GSFC Office of Space Science Programs Management by Theme, preparing presentation materials for meetings with various NASA Headquarters managers and congress representatives, developing and maintaining calendar for Project Goddard, creating flow charts for Goddard Program Management Council, and preparing the annual viewgraph book.

Customer Organization: Office of Safety Systems &
Mission Assurance (OSSMA),
Resources Management Office,
Code 300

Provide Project Control to the GSFC Office of Flight Assurance (Code 300), including management information systems (MIS) and general business.

Develop, maintain, and revise MIS for updates and analyses of resources reporting for Code 300, in the following areas:

- Travel
- Construction of Facilities
- Copiers
- Acquisition Forecasting
- Noncompetitive procurements
- Small/small disadvantaged business

Serve as:

- Product Assurance Operations Chargeback (PAS) Administrator
- Work Authorization System (WAS) Administrator
- Manpower Tracking System (MTS) Administrator
- Charts of Accounts (COA) Administrator/Point of contact

Provide:

- Rapid Access Management Information System (RAMIS) programming
- Civil service labor reject processing
- On-line Reprogramming System (ORS) processing
- Reimbursable accounts processing

Deliverables:

- Reports on travel; Object classes; Acquisition Forecasting; Non-competitive Procurements; and Small and Minority Business Activity
- Reports on Manpower; ROS; MPS; Product Assurance Chargeback; Work Authorization System)WAS updates; and Reimbursables Status Accounting

Customer Organization: GSFC Resident Office at Kennedy Space Center, Code 400

- Coordinating and preparing information pertinent to GSFC Project pre-launch and launch activities at KSC.

- Determining and integrating badging/training/security requirements between KSC and GSFC.
- Attending meetings and documenting relevant information required by GSFC project personnel.
- Proper badging of processing and transportation personnel for access to KSC including verification that security and training requirements have been met.
- Preparing the schedule of activities for the Payload
- Processing and Resident Office calendars.
- Facilitating transportation of flight hardware and GSE to/from KSC.
- Photocopying documentation, presentations, and briefings.
- Feedback Article for Code 400 "Critical Path."
- DELIVERABLES: GSFC Resident Office Calendar data (weekly), Badging of processing and transportation personnel (on demand)
- Article for "Critical Path" (quarterly)

Customer Organization: Integrated Financial
Management Program, Code 401-2

The performance requirements are as defined in the Statement of Work.

Customer Organization: TIMED, Code 401-4

Provide general office support (centralizing documents, filing) as well as being the hub of project support functions such as getting us ready for major reviews, monthly reviews such as MCR and MSR. This includes but is not limited to preparing charts on the computer and arranging packages for presentation.

Customer Organization: Rapid Spacecraft Development
Office Code 401-5

Activities include preparation of presentation material for the Monthly Status Review, coordinating personnel/equipment moves and facilities modifications, preparing small purchase requests, coordinating printing/graphics requests, and preparing/coordinating review packages.

Customer Organization: Flight Projects Resource
Office (FPRO), Code 403

- Prepare Monthly Resource Status Report (RSR)

- Prepare Flight Projects Directorate (FPD) presentations to GSFC and NASA HQ
- Organize and publish "Critical Path Newsletter" (Quarterly)

Customer Organization: Tracking & Data Relay
Satellite (TDRS) Project,
Code 405

Preparation of presentation materials (including graphics, schedules, drawings, etc.) for monthly reports and special requirements. Initiate/track small purchase procurements. Provide monthly report of status of small purchases. Track maintenance/service agreements and renew as required. Support will remain constant through the duration of the service period.

Customer Organization: ESSP, Code 408

The performance requirements are as defined in the Statement of Work.

Customer Organization: Explorer Program, Code 410

The performance requirements are as defined in the Statement of Work.

Customer Organization GOES/TOMS Project, Code 415

The performance requirements are as defined in the Statement of Work.

Customer Organization: EOS PM Project, Code 422

- Special presentation material preparation
- Action Item Tracking System update
- Preparation of specially requested reports or analyses

Customer Organization: ESDIS Project, Code 423

The performance requirements are as defined in the Statement of Work.

Customer Organization:

EOS/Chemistry, Code 424

- Prepare Monthly Status Review (MSR) Presentations,
- Monthly Coordination Review (MCR) Presentations, and Program Status Review (PSR) Presentations, and presentations to GSFC and HQ.
- The contractor is responsible for providing support to various business related functions/exercises such as: travel (direct and reimbursable), property, manpower, R&A, MPS, personnel moves, work orders and phone requests, PR's, physical space, maintenance agreements, meeting/conference support, etc.
- Support will encompass all aspects of support ranging from: collection of data/requirements, entry of data into applicable spreadsheets and/or databases, preparation of required/applicable formats/reports, tracking of paperwork/actions/data/etc., various forms of analyses, setting up/maintenance of files, establishment/maintenance of logs/milestone charts, generation/distribution of reports, etc.

Customer Organization:

Hubble Space Telescope (HST),
Flight Systems and Servicing,
and New Generation Space
Telescope (NGST), Code 440

- Prepare presentation packages containing graphics and reports (drawing, sketches, flow charts, diagrams, schedules, and narrative charts) summarizing technical and financial data provided by the HST GSFC Project staff for Project presentations and reporting. Macintosh software programs are used in the preparation of graphics. Scanning and manipulation of documents and photographs and the creation of figures and sketches for presentations will be required. Establish and maintain files, records and data used to prepare technical reports and presentations.
- Logistically control flight hardware, ground support equipment, and other project property and coordinate personnel moves by:
- Coordinating and developing plans to accomplish facility modifications, determination of space and telephone requirements, establishment of move schedules, and physical relocation coordination of personnel and equipment.
- Maintaining the project and GSFC NEMS property management systems, property inventory, space flight hardware shipment coordination, and sensitive

controlled property excessing and disposal in accordance with applicable GSFC and project procedures.

- Establishing and maintaining supply inventories.
- Coordinating/preparing shipping documents for government approval.
- Preparing and transporting small items for FedEx and Express mail.
- Retrieval, coordination, and summary presentation of civil service and contractor manpower and travel data for budget development, and manpower planned to actual variance reporting.
- Preparing furniture requisitions, coordinating and arranging transportation, delivery and set-up, furniture disposal, and relocation of furniture.
- Coordinating and preparing facilities maintenance work orders of various types and reporting progress.
- Photocopying, pagination and binding documentation.
- Provide photographic and video coverage for all HST 442 flight hardware test and integration at GSFC and local contractor sites including Crew Familiarizations, GSE and Logistical photographs at GSFC, KSC, JSC, Langley, Marshall, and Lewis Research Center.
- Maintain current and historical data bases for photographic images, video tapes, and request logs, updated daily as jobs are requested, completed, and delivered.
- Participate in design and implementation of the HST Digital Imaging System (HDIS) including design of data base contents, forms and data flow diagrams to assist in the development of the data base software and hands-on testing and evaluation.
- Provide requirements for photographic coverage during Launch Integration activities at KSC and preparing presentations to KSC describing procedures for photographic coverage during payload integration activities.
- Participate in selection of on-orbit photographs to be used during missions, identify and annotate the images, and enter all information into the HDIS.
- Provide mission support at JSC, GSFC Building 3, and GSFC Building 29 Clean Room during Servicing Mission EVA's for immediate access to images and HDIS information upon request.
- Participate in the selection and evaluation of cameras to be used for close-out photography.
- DELIVERABLES: Photo/Video Library, Current Photo/Video data base
- Identifying and coordinating the safest and most efficient and protective means to transport (domestic and international) and/or store flight and non-flight hardware to/from GSFC.
- Defining all specialized shipping/handling requirements and coordinating with the Logistics Transportation management Branch

- (Code 234) to schedule and secure independent carriers.
- Verifying the inventory of project equipment and validating the equipment status accuracy in the NASA Equipment Management System (NEMS).
 - Generating a Logistics Support Plan (in accordance with NMI7500.4 and GSFC Import/Export Reference Manual) that covers support needs from early hardware development through post-flight operations.
 - Reviewing and commenting on the adequacy of contractor logistics plans.
 - Planning and coordinating all shipping container, handling/storage, and environmental requirements.
 - Ensuring proper shipment, handling, storage, and accountability of flight hardware and ground support equipment.
 - Coordinating/preparing all shipping documents (storage documents, 20-4s) for government approval.
 - Integrating both receipt and delivery expectations with the origin and destination organizations.
 - Maintaining/auditing storage and accountability records.
 - Ensuring the traceability and control of Government Furnished Property.
 - Provide personal computer support and move project critical personal computer equipment for personnel that are relocated.
 - DELIVERABLES: On-line current data base of Project property, Completed shipping documents (on demand), Storage documents (on demand)
-
- FS&S Document Preparation: Technical Editing/Writing
 - Prepare technical text, perform technical editing and document compilations and distribute documents.
 - Collect technical data and coordinate, edit and compile data into technical documents in accordance with HST and GSFC document preparation standard.
 - Maintain Level 3B Baseline specifications, Specific Design Requirements documents, Logbooks, and Non-Baseline (Level 4) plans and procedures.
 - Track documents in various stages of release. Typically, 10-15 documents are released each week with lead times ranging from hours to days.
 - Process Change Notices and Revisions.
 - Provide to the Public Affairs Office, articles, participation in promoting HST technology spin-offs, and help with space science education to the public.
 - Participate in promoting technology spin-offs in cooperation with the Office of Technology Transfer.

- Expedite hardware deliveries and manufacturing documentation between Project engineers and GSFC hardware manufacturing personnel.
- DELIVERABLES: Current Level 3B Baseline Specifications, Design requirements documents, Non baseline plans and procedures, Current non-baseline document data base

Customer Organization: STP Program, Code 460

- property management of all STP hardware and software
- collects data & prepares monthly MCR/MSR packages
- coordination of CDR's and PDR's
- logistics support, i.e., preparing shippers and working w/vendors
- coordinate modifications & rehab of program office suite planned for 9/99
- completes manpower & travel data bases reports & updates
- completes data base documentation for material authorization, small purchase orders

Hardware/Software contractor will be using:

Hardware - Pentium PCs, jet scan, tektronix color printer
Software - Windows 95, Windows 98, Windows NT

Customer Organization: POES, Code 480

- Maintain project properties inventory, develop travel and manpower budget status reports, develop facility modifications, gather data, coordinate inputs, and assemble data into finished reports (i.e., MSR, MCR)
- Provide logistics support for spacecraft, instrument and GSE shipments. Coordinate with Code 230 all ITAR/EAR shipments in support of the METOP cooperative program.
- Develop CM processes and procedures to accomplish the project CM plan and prepare CM audits. Task products will cover both project flight and ground support hardware/software.

Customer Organization: Thermal Engineering, Code 545

- Provide administrative project support to the Thermal Engineering Branch. Task includes (but is not limited to):

- Documentation for travel requests and vouchers, training, procurements, small purchases, invoices, office moves, databases, shipping, telephone requests, transportation, keys, security requests, timecards, publication requests. Organize meetings, distribute information, maintain office supply inventory, coordinate branch office activities.

Customer Organization: Optics Branch, Code 551

- Maintain resource data base:
 - Collect and consolidate required inputs (MPS, R&D, and travel). Prepare, maintain, complete, and disseminate budget forms and status reports.
 - Set up and maintain data base for capturing optical design, performance, and data designated as essential for reference and analysis.
 - Prepare, maintain, and track procurements in computer-based log. Prepare and disseminate procurement status reports.
- Collect and consolidate data for manpower exercises. Trace and resolve actual versus planned discrepancies. Prepare and disseminate discrepancy reports.
- Prepare, maintain, and update Branch schedules for major milestones, deliverables, action items, and meetings. Update and prepare weekly/monthly status review reports for Instrument Technology Division, Applied Engineering and Technology Directorate.
- Prepare and coordinate technical data charts for presentations. Disseminate documentation to Branch, Engineering Center, and Directorate.

Customer Organization: Orbiting Satellites Project,
Code 600

Preparation of the OSP monthly status report, and the GSFC Integrated Science Status Report.

Customer Organization: Mission Enabling Office,
Code 700

- Prepare and modify drawings, flow charts, diagrams, schedules, and narrative charts for project presentations and reports.

- Prepare technical text, perform technical editing, and document compilations and distribute documents.

Customer Organization: GLAST, Code 701

- Prepare presentations for Monthly Status Reviews
- Track travel expenditures
- Prepare presentation package for SEU Annual report (May 1999)
- Prepare presentation package for GLAST Independent Assessment (October 1999)

Customer Organization: Mechanical Systems
Code 720

- Activities include preparing travel vouchers for processing, coordinating procurement request approval, preparing travel arrangements, preparing presentation packages, and other administrative support.

Customer Organization: Earth Sciences Directorate
Code 900

- The contractor is responsible for providing support to various business related functions/exercises such as: travel (direct and reimbursable), property, manpower, R&A, MPS, personnel moves, work orders and phone requests, PR's, physical space, maintenance agreements, meeting/conference support, etc.
- Support will encompass all aspects of support ranging from: collection of data/requirements, entry of data into applicable spreadsheets and/or databases, preparation of required/applicable formats/reports, tracking of paperwork/actions/data/etc., various forms of analyses, setting up/maintenance of files, establishment/maintenance of logs/milestone charts, generation/distribution of reports, etc.